

**Marlow Rowing Club  
Committee Meeting  
20:00 Monday 3<sup>rd</sup> March 2025**

**Committee Members 2024-2025**

<b>Position/Role</b>	<b>Name</b>	<b>Initials</b>	<b>Attendance</b>
President	Cath Bishop	CB	Apologies
Chairman	Mike Parsons	MP	Yes
Deputy Chairman	Matt Chan	MC	
Captain	Jenny Hargreaves	JH	Yes
Deputy Captain	Martha Penny	MPY	
Secretary	Alex Kennett	AK	Yes
Deputy Secretary	Eve Meyers	EM	Yes
Welfare Officer	Julie Lyons	JL	Yes
Treasurer	David Wells	DW	Yes
Deputy Treasurer	Mel Sheldon	MS	
Safety Officer	Jim Cotter	JC	
Parent Rep	Elizabeth Massey	EMY	
Director	Ed Phillips	EP	Yes

# AGENDA

## Run the Club

- Previous Minutes and Actions – AK
- Safety Issues & Report
- Welfare & Safeguarding – JL
- Finance Reporting – DW

## Change the Club

### Engage with Members

#### (Proud to be a Marlow Member & Rebuild the Five Year Plan)

- Focus Group Outcome

## Fundraising

- Fundraising update

## Build and Deliver an Energy Reduction

- Sustainability Plan

## Best in Class Safety & Welfare Systems

- Engage and train the Club on Safety Policies
- Approval for competence documents
  - Foot Steering Proficiency
  - Coxing Proficiency
  - Sweep Rowing Proficiency

## Welfare Policies v British Rowing

- Align and deliver the implementation of new Welfare policies

## Get the Organisation in Place for Large and Growing Club

Reporting on pagers from sub-groups:

- IT
- Membership
- PR
- Launches
- Trucks and Trailers
- Rowing
- Building & Facilities

# Meeting Minutes

## Previous Actions

All open actions were circulated to individuals prior to the meeting and updated.

## Safety Issues & Report

Jim Cotter has resigned with immediate effect as Club Safety Officer (CSO).

Work continues in respect of the Induction for New Members relating to Safety Policies with regards to the Moodle training modules. These will also be available to and promoted to existing members.

Currently JM had been asked to provide one person per squad to work with John Kirkland on the development/testing of the training modules and for these people to be advocates/promoters of the modules within their squads. A request was submitted to the Squad Reps in January's meeting but there has been a lack of uptake and therefore JM will revisit this in next week's Squad Meeting.

JM is to create and circulate an implementation plan for the roll out of the Hi Viz recommendations by MRC. This will be communicated via email but to ensure visibility by all members there will also be posters displayed within the Club building and will be promoted in Squad Meetings.

The essence of the messaging on Hi Viz is the duty of care the Committee/Club has to its members to ensure their safety at all times.

## Welfare Report

JL has communicated to all people who require to have current DBS checks in place plus Safeguarding training.

It was hoped that JL could secure Safeguarding training in person at the Club however British Rowing will only accept their online training.

All coaches will need training plus DBS checks plus a list must be secured of all adult volunteers/members who work with children at the club.

JL/JM will create a definitive list of all coaches and supporters in order to ensure 100% adherence to DBS check and Safeguarding training.

Welfare has been involved in two complaint issues during February 2025.

## Finance Report

Nothing much to update other than the cashflow continues to trend better than last year which is a direct result of reduced utility charges as part of a migration to a new supplier offering more favourable rates.

The next key financial topic will be the Spring Regatta and whether this goes ahead – next Regatta meeting is to be held on 14<sup>th</sup> March 2025.

Coaching fees have reduced this year due to a reduction in one salaried coach which will not change for the remainder of this rowing/club calendar year.

DW has included an increase in cleaning charges within this year's forecast to take into account the minimum wage increase but the forecast uplift for NI contributions may be slightly short and will be reviewed.

See Appendix for screenshot of report.

## Engage with Members

A productive session was held with a small focus group in February to support the creation of the next Members' survey.

Key outcomes can be found within the Appendix – this will form the basis of creating the relevant questions within the survey.

## Fundraising

MP will circulate the summary and outcome from the Fundraising focus group meeting held in February within the next two weeks.

## Energy Reduction

No further update – key focus will be the renewal of the electricity contract in December 2025.

## Best in Class Safety & Welfare Systems

- Approval for competence documents
  - Foot Steering Proficiency - **APPROVED**
  - Coxing Proficiency - **APPROVED**
  - Sweep Rowing Proficiency – **APPROVED**

AK to confirm that CiviCRM has the functionality to log these awards and levels obtained.

## Welfare Policies v British Rowing

There is a requirement for MRC to have a definitive roll out/implementation plan for welfare policies including a documented action plan.

The CPSU requirements are saved within the January 2025 Committee Meeting folder but an action/roll out plan needs to be created by JL/EP.

## Get the Organisation in Place for Large and Growing Club

During the last two months MP has created and circulated a list of Roles and Responsibilities for all Committee Members. All members have approved/confirmed their acceptance of these as part of the commitment to ensure the structure of the Club is optimised to handle the current and growing number of members.

This document will be uploaded to the Members portal for full transparency and visibility.

Moving forward a one page report will be required from each key area at the monthly Committee Meetings – AK to create for each area and distribute within the next ten days.

## Transactional Finance

The move to outsource additional financial bookkeeping is in progress with Pink to pick up transactional elements of the financial reconciliations.

DW will continue to own payments and transactions, but Pink will be expected to complete the full bookkeeping component to alleviate time spent by DW.

DW will document and define a set of principles with tasks and owners i.e. Pink v MRC.

Pink can start to pick up this within the next few weeks.

## Any Other Business

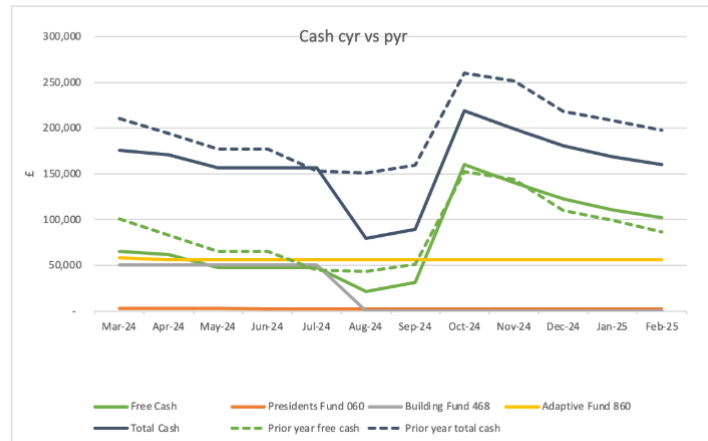
The Junior Boys' changing room has now been fully repaired and remains in a good state as of today. The current Junior Boy members have agreed that they will repaint the changing room themselves – this has yet to be scheduled/agreed.

# Appendix

## Finance Report

### CASH AND "BUSINESS AS USUAL"

- Free Cash end Feb 2025 £101.9k (Feb 2024 £86.6).
- The Adaptive/Rowability fund is £56.2k
- President's Fund £2.5k (2024 £2.0k)
- Following the final payment of the lift repair costs, the Building Fund balance has dropped to £70. The 24/25 budget assumes we will start to rebuild this Fund over the next 3-4 years.
- Total Cash £160.4k (Feb 2024 £197.4k).



## Engage with Members

### Focus Group Summary & Next Steps

#### Purpose

- Chance to talk to club members drawn from a wide range of squads and groups
- Help to focus the club survey on areas that matter
- Early identification of themes that the mid-term plan needs to cover

#### Mechanics

- Facilitated discussion
- Chatham House Rule
- Four Questions
  - What has gone well that we should keep doing?
  - What would make your experience of MRC even better?
  - What would a friend who left would say the reason was?
  - What should we include in the next mid term plan?

#### Headlines

*Areas where there were more than three responses to any question.*

#### Coaching

- Strong positives about the volume of coaching available and competence
- Strong negatives about some coaching styles

#### Communications

- Social media and Splash well regarded
- Website needs a refresh

#### Culture

- Huge positive response around welcoming and encouraging environment
- Some work to do to integrate competitive and recreational rowers
- Some requests for mission and values to be brought to the fore

#### Facility – Including Gym

- Great location, facility and supportive infrastructure
- Well-equipped gym – bikes a welcome addition
- Work to do as it is starting to become jaded
- Is the air handling doing the business the gym?

#### Fundraising and Fleet

- Continuous equipment upgrades welcomed
- Making the cascade work an area of focus
- Bookable 1x quality?
- Appetite for more ambitious fund raising

#### Operations Management

- Some positives around the efforts to get people on the water in Winter
- Big response on place untidy and no standards
- Large response in the lasting negative impact of the ‘reset’

#### Performance & Impact

- Pride in the 2024 performances including the 2024 HRR win and finals
- Are we fulfilling our charitable aims?

#### Safety

- Appreciation of the increased focus on safety including the swim tests
- Negatives around the safety system existing on paper only

#### Social

- Positives around the One Club socials
- Big demand for more cross squad events, HRR Picnic etc

#### Strategy

- Questions around how to deal with the impacts of increased numbers
  - Changing rooms, gym timetable, parking etc

#### **Next Steps**

- Scheduling a session with the coaches
  - Coaching direction
  - Coaching impact as seen by the coaches

#### **Focus Areas For The Survey**

#### Anonymous but segment by squad

- Coaching
- Culture

- Fundraising – blockers to participation
- Proud to be a member and why / why not
- Social Impact – more or less
- Social – how do we get more engagement?
- Growth – start / stop and choices
- Change just one thing about MRC in five years what would it be
- What should we have asked?

### **Follow Ups**

- Website refresh
- Boathouse and grounds tidy up and mechanics to sustain
- Building refresh
- Gym air handling – working as well as it could?
- Safety induction training